



NEIGHBORHOOD MATCHING GRANT APPLICATION

FALL 2007

GRANT APPLICATIONS WILL BE ACCEPTED BY INVITATION ONLY

Application Form

Please print clearly or type. Please answer all questions and use the space provided. Attach additional pages as needed.

Please consider us for:

- ☐ Youth Neighborhood Partnership Program (increased max to \$15,000)
- ☐ Youth Project for a Neighborhood without an Association
- ☐ Seed Funds to Start and Association
- ☐ Assistance to Seek 501(c)3 Status
- ☐ Neighborhood Project

ORGANIZATION			
CONTACT PERSON Note: This person will be the only contact for the project and the only person able to request reimbursements. The contact person <u>must</u> be a member of the neighborhood organization or adult representing the youth organization.			
ADDRESS		ZIP	
EMAIL			
PHONE			
PROJECT NAME			
PROJECT LOCATION			
AMOUNT REQUESTED			
PARTNERING ORGANIZATION(S) (source of funds, labor, or contributions)			

By signing this application, I certify that the information contained in the application is true and correct to the best of my knowledge. I certify that the contact person will be the only contact person for the project, the only person who is able to submit or request reimbursements, and is a member of our neighborhood organization.

If the project is approved, I understand that the City will enter into a contract with the applicant organization to ensure completion of the project as described in the application.

This section must be completed by the president or the vice-president of the neighborhood organization. If none exists, must be signed by the president or vice president of the Board of the Fiscal Agent- 501(c)3 organization:

PRESIDENT OR VICE-PRESIDENT	
NAME	
POSITION	
CONTACT NUMBER	
SIGNATURE	
DATE	

PROJECT DESCRIPTION	
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Will your requested grant funds be use for a project:	<u>Yes*</u>	<u>No</u>
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	On private property
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To pay Salaries or Operating Expenses

For a social service or educational program

Benefiting an individual property owner

Not accessible by the public (without charge)

	Funding a current or ongoing activity
Without a volunteer or labor component	

Without a volunteer labor component
Already having full monetary funding from another source

Already having full monetary funding from another source

*Please explain any yes answers above. (Answering yes is not necessarily a disqualifier.)

[illegible][illegible]

9. $\frac{1}{2} \times \frac{1}{3} = \frac{1}{6}$

A horizontal timeline with tick marks at intervals of 10 units. The timeline starts at 0 and ends at 100. A shaded region is highlighted between the 40 and 60 marks.

[illegible]

Revised 08-08-07 City of Arlington Neighborhood Matching Grants Program Application Page 2 of 8

Will your project require the City of Arlington to provide a permit or approval?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	(√) check one
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If yes, please explain: _____

QUALIFYING INFORMATION

1. PROJECT BENEFITS Describe how the neighborhood, the neighbors, your organization if a youth project, and the public in general will benefit from the proposed project. Describe how a public need is being addressed.
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2. NEIGHBORHOOD INVOLVEMENT Describe how your neighborhood organization will benefit from the project. Or how the project could help create a neighborhood organization if none exists.

3. LEVEL OF COMMUNITY COMMITMENT

How were members of the neighborhood organization (if applicable), any nonprofit agency, members of the partnering organizations, businesses, and property owners involved in the selection and planning of the project? What roles did youth in particular play (if seeking consideration for the Neighborhood Youth Partnership program.)

For example, did you have special meetings or did you survey the neighborhood for needs?

Provide documentation of any special meeting agenda or neighborhood survey.

4. MAINTENANCE

Describe the maintenance required, if any, after the project is completed, who will be responsible for maintenance and the plan for complying with the grant's maintenance requirement.

PROJECT SCHEDULE & BUDGET

Complete the following two forms to outline the project schedule and budget. Higher points are awarded for achievable schedules and for budgets which clearly and accurately reflect project costs. Projects must be completed in 180 days.

Activity	Responsible Party	Start Date	Completion Date
<i>Example: Flyers</i>	<i>Jane Dow</i>	<i>6-May</i>	<i>20-May</i>

SAMPLE BUDGET

BUDGET ITEM / PROJECT NAME	CITY FUNDS	NEIGHBORHOOD MATCH	TOTAL
<i>Paint Supplies</i>	<i>250.00</i>	<i>250.00</i>	<i>500.00</i>
<i>Printing</i>	<i>200.00</i>	<i>200.00</i>	<i>400.00</i>
Grand Total	450.00	450.00	900.00

BUDGET REQUEST

BUDGET ITEM / PROJECT NAME	CITY FUNDS	NEIGHBORHOOD MATCH	TOTAL

Grand Total			
Name of Fiscal Agent			

<p>Describe how you will arrive at your match.</p> <p>Explain if your match will be raised through neighbor-labor, other volunteers, in-kind or cash donations. A minimum 25% of the matching requirement must be volunteer hours. Volunteer hours are rated at \$10 per hour.</p>

NEIGHBORHOOD AGREEMENT

We, the undersigned, as members of the neighborhood organization have read the attached project description (page 2 of this application) and agree with its implementation. We are not aware of any known or potential controversy or opposition to the project or any reason for potential controversy.

A minimum of 10 signatures of support for the neighborhood association must be submitted.

If no neighborhood association exists, **10 signature of support** from the youth organization is needed.

If seeking consideration for the Neighborhood Youth Partnership, **10 signatures** from the neighborhood association and **10 youth signatures** of support are needed.

[illegible]

REQUIRED ATTACHMENTS- Also See Checklist
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These items must be submitted in order to be considered for funding:

- IRS Determination Letter showing 501(c)3 status of fiscal agent
- If Neighborhood Association is not a 501(c)3, documents supporting establishment
- Recent bank statement if association is to serve as the fiscal agent
- Before photographs (if applicable)
- Sketch of improvements (if applicable)
- Proof of 50% match including
 - Proof of Cash Availability (Bank Statement)
 - Donation Letters (if applicable)
 - Volunteer Commitment forms and Release and Hold Harmless Agreements
- Proof of support of property owner and adjacent property owner

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